



1 SEPTEMBER 2004

Manpower Standard

PUBLIC HEALTH

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Mrs. D. Hooks)
Supersedes ANGMS 5810B, 26 Feb 93

Certified by: ANG/CS (Col S. Wassermann)
Pages: 23
Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Public Health function whose mission is to prevent disease, disability and premature death. This standard applies to all ANG wings. This standard does not apply to Combat Readiness Training Centers (CRTCs). This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Public Health function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. STANDARD DATA.

1.1. Approval Date: 23 June 2004.

1.2. Man-hour Data Source. Staffing Pattern. The Operational Audit (historical record and technical estimate) technique was used to determine monthly man-hours; however, measured man-hours were found to have no correlation to a programmable workload factor. Monthly man-hours were reviewed by Functional Representatives. Based on the manpower range of the measured man-hours, a Staffing Pattern was developed to determine manpower requirements for this function.

1.3. Man-hour Equation. $Y = 1/2$. A Staffing Pattern is applicable as shown in [Table 1.1](#).

Table 1.1. Manpower Requirement.

Authorizations Supported	Total Requirement
600 - 1312	1
1313 +	2

1.4. Points of Contact:

1.4.1. Functional: SMSgt George Silvas, ANG/SGOP, Superintendent, Public Health and Prevention.

1.4.2. Manpower: Mrs. Dora Hooks, ANGXPME/OLTN, Management Analyst.

2. APPLICATION INSTRUCTIONS.

2.1. Step 1: Determine the number of military authorizations supported (Manpower Data System, Part 34B).

2.2. Step 2: Determine the number of military authorizations at CRTCs, as applicable. (Manpower Data System, Part 34B.)

2.3. Step 3: Subtract the CRTC authorizations from the total military authorizations supported.

2.4. Step 4: Apply the Staffing Pattern in [Table 1.1](#).

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AFMS - Air Force Manpower Standard

AFOSH - Air Force Occupational Safety and Health

AFSC - Air Force Specialty Code

AMC - Aerospace Medicine Council

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

AT - Annual Training

ATSDR - Agency for Toxic Substances and Disease Registry

CDC - Centers for Disease Control

CRTC - Combat Readiness Training Center

DEERS - Defense Enrollment Eligibility and Reporting System

DoD - Department of Defense

DOEHRS-HC - Defense Occupational Environmental Health Reporting System-Hearing Conservation

ESOH CAMP - Environmental Safety Occupational Health Compliance Assessment and Management Program

FECA - Federal Employee Compensation Act

FPWG - Force Protection Working Group

HAZCOM - Hazardous Communication

HCDC - Hearing Conservation Diagnostic Center

HIV - Human Immunodeficiency Virus

HSI - Health Services Inspection

IPPD - Intradermal Purified Protein Derivative

IAW - In Accordance With

MKT - Mobile Kitchen Trailer

MPF - Military Personnel Flight

MRSP - Mobility Readiness Spare Package

NGB - National Guard Bureau

OHWG - Occupational Health Working Group

ORE - Operational Readiness Exercise

ORI - Operational Readiness Inspection

OSHA - Occupational Safety and Health Administration

PPE - Personal Protective Equipment

PTS - Permanent Threshold Shift

STD - Sexually Transmitted Disease

STS - Significant Threshold Shift

TB - Tuberculosis

UTA - Unit Training Assembly

VAERS - Vaccine Adverse Event Reporting System

WCD - Work Center Description

WRM - War Reserve Material

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Range. Varies between stated limits.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Programmable Workload Factor. A workload factor (WLF) and definition that matches a program variable found in programming documents that allows the WLF to be programmable (a resource identified in a programming document).

Staffing Pattern. Constant manpower.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2**WORK CENTER DESCRIPTION****PUBLIC HEALTH****A.2.1. DIRECT:**

A2.1.1. EPIDEMIOLOGY. Manages base epidemiology program.

A2.1.1.1. MANAGES CURRENT BASE DEMOGRAPHIC STATISTIC. Determines and updates total number of personnel supported and categorizes base population by age, gender, race/ethnicity, military status, military occupation including part-time and full-time Title 5 Federal employees, and work center. Verifies/manipulates Military Personnel Flight (MPF) data for Public Health requirement.

A2.1.1.2. MANAGES BASE HEALTH EVENT SURVEILLANCE PROGRAM. Develops and maintains data collection system/mechanism.

A2.1.1.2.1. DETERMINES AND MONITORS INCIDENCE, PREVALENCE AND TREND IN INFECTIOUS DISEASE.

A2.1.1.2.2. DETERMINES AND MONITORS INCIDENCE, PREVALENCE, AND TREND IN OCCUPATIONAL ILLNESS, INJURY AND DEATH.

A2.1.1.2.3. DETERMINES AND MONITORS INCIDENCE, PREVALENCE AND TREND IN OPERATIONALLY ACQUIRED HEALTH CONDITION. Monitors standardized pre-deployment and post-deployment questionnaire and/or other applicable form for adverse health event related to operational tasking.

A2.1.1.2.4. DETERMINES AND MONITORS INCIDENCE, PREVALENCE AND TREND IN ADVERSE REPRODUCTIVE HEALTH OUTCOME.

A2.1.1.3. DETERMINES BASELINE AND ANALYZES EPIDEMIOLOGY DATA TO GENERATE USABLE INFORMATION. Compares health event of interest with relevant baseline. Determines association between health event and risk factor. Targets prevention and control activity.

A2.1.1.4. COMMUNICATES EPIDEMIOLOGY-GENERATED INFORMATION TO USER. Communicates to commander, supervisor, program manager, member, and relevant military/civilian agency.

A2.1.1.4.1. PROVIDES WRITTEN/ELECTRONIC PRODUCT (E.G., REPORT, NARRATIVE, METRIC, ETC.) TO APPLICABLE AGENCY.

A2.1.1.4.2. PROVIDES GRAPHIC/PRESENTATION PRODUCT (E.G., BRIEFING, ETC.).

A2.1.1.4.3. PROVIDES CONSULTATION (E.G., IN PERSON, TELEPHONIC, ETC.).

A2.1.1.4.4. PROVIDES EPIDEMIOLOGY ADVICE, CONSULTATION AND EDUCATION TO DECISION-MAKER AND WING PERSONNEL.

A2.1.1.5. DIRECTS OUTBREAK RESPONSE IN ACCORDANCE WITH (IAW) CENTERS FOR DISEASE CONTROL (CDC) AND PREVENTION GUIDELINE (E.G., EPIDEMIC). Collects data from victim, control, provider, and laboratory; analyzes data, characterizes outbreak, and determines probable cause; formulates and executes outbreak control tactic; documents activity (case file, medical record, aerospace medicine information management system, required form); and reports finding in writing to responsible commander/agency. Reports data to Air Force and state. Develops strategy to prevent outbreak.

A2.1.1.6. PROVIDES EXPERTISE IN EPIDEMIOLOGY AND TOXICOLOGY TO ASSESS AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (ATSDR) PUBLIC HEALTH ACTIVITY. Reviews and provides consultation on health effects data. Coordinates and assists with medical data collection. Coordinates with local and state health officials. Reviews ATSDR public health assessment document. Supports installation officials at community forum.

A2.1.2. OCCUPATIONAL HEALTH. Manages occupational health program.

A2.1.2.1. PROVIDES OCCUPATIONAL HEALTH ADVICE. Provides technical assistance and consultation to commander, supervisor, worker and family.

A2.1.2.2. MANAGES AND PROVIDES OCCUPATIONAL HEALTH EDUCATION AND TRAINING:

A2.1.2.2.1. ANALYZES INDUSTRIAL HYGIENE SURVEY, AF 2755, *MASTER WORKPLACE EXPOSURE DATA SUMMARY*. Researches potential workplace hazard to determine Occupational Health education and training requirement.

A2.1.2.2.2. SUBMITS RECOMMENDED TRAINING REQUIREMENT TO AEROSPACE MEDICINE COUNCIL (AMC) FOR APPROVAL.

A2.1.2.2.3. DOCUMENTS TRAINING REQUIREMENT IN INDUSTRIAL HYGIENE CASE FILE.

A2.1.2.2.4. DEVELOPS OCCUPATIONAL HEALTH EDUCATION AND TRAINING PLAN. Develops training material (lesson plan, briefing, audiovisual, prop, critique, etc.) for potential workplace hazard. Maintains occupational health education and training resource/reference.

A2.1.2.2.5. CONDUCTS OCCUPATIONAL SAFETY AND HEALTH ACT-MANDATED OPERATIONAL HEALTH EDUCATION AND TRAINING FOR SUPERVISOR AND WORKER. Trains the trainer, individual or group.

A2.1.2.2.5.1. PROVIDES BLOODBORNE PATHOGENS TRAINING.

A2.1.2.2.5.2. PROVIDES ERGONOMICS TRAINING.

A2.1.2.2.5.3. PROVIDES FECAL PATHOGENS (HEPATITIS A, TYPHOID, CHOLERA) TRAINING.

A2.1.2.2.5.4. PROVIDES FIELD HYGIENE AND SANITATION TRAINING.

A2.1.2.2.5.5. PROVIDES FEDERAL HAZARD COMMUNICATION (HAZCOM) TRAINING (TRAIN THE TRAINER) AND PUBLIC HEALTH ASPECT OF HAZARDOUS MATERIALS TRAINING.

A2.1.2.2.5.6. PROVIDES HYDRAZINE HAZARD TRAINING.

A2.1.2.2.5.7. PROVIDES LEAD HAZARD TRAINING.

A2.1.2.2.5.8. PROVIDES LIQUID FUELS TRAINING (E.G., JP-8, BENZENE).

A2.1.2.2.5.9. PROVIDES MERCURY HAZARD TRAINING.

A2.1.2.2.5.10. PROVIDES METHYLENE CHLORIDE TRAINING.

A2.1.2.2.5.11. PROVIDES METHYL ETHYL KETONE TRAINING.

A2.1.2.2.5.12. PROVIDES PESTICIDE HAZARD AWARENESS TRAINING.

A2.1.2.2.5.13. PROVIDES SPECIALIZED TRAINING FOR HIGH-RISK AREA (I.E., REGIONAL PAINT FACILITY, SAFETY OBSERVER DUTIES).

A2.1.2.2.5.14. PROVIDES TUBERCULOSIS EXPOSURE CONTROL TRAINING.

A2.1.2.2.5.15. PROVIDES SPECIFIC TRAINING BASED ON LOCAL REQUIREMENT. (e.g., heat stress, cold stress, weather-related, base tour group.)

A2.1.2.2.6. COMPLETES AF IMT 2767, *OCCUPATIONAL HEALTH TRAINING AND PROTECTIVE EQUIPMENT FIT TESTING*, AND DOCUMENTS ACTIVITY IN INDUSTRIAL HYGIENE CASE FILE.

A2.1.2.2.7. UPDATES EDUCATION AND TRAINING IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED DATABASE. Updates Information Management System, Aerospace Medicine Information System or equivalent.

A2.1.2.2.8. MAINTAINS OCCUPATIONAL HEALTH EDUCATION AND TRAINING STATISTIC.

A2.1.2.3. MANAGES OCCUPATIONAL HEALTH BIOLOGICAL MONITORING (I.E., OCCUPATIONAL PHYSICAL EXAMINATION) PROGRAM:

A2.1.2.3.1. ANALYZES INDUSTRIAL HYGIENE SURVEY AND AF 2755.

Analyzes for work-related exposure to potentially hazardous agent and/or process; assesses risk to worker health from occupational exposure; and determines need for biological monitoring.

A2.1.2.3.2. REVIEWS AND ANALYZES OCCUPATIONAL ILLNESS/INJURY DATABASE FOR RELEVANT INFORMATION (I.E., TREND, ETC.).

A2.1.2.3.3. DETERMINES EXPOSURE-BASED AND/OR REGULATORY REQUIREMENT.

A2.1.2.3.4. FORMULATES BIOLOGICAL MONITORING RECOMMENDATION.

A2.1.2.3.5. GENERATES OCCUPATIONAL PHYSICAL EXAM SCHEDULING PRODUCT. Creates product from automated Information Management System and ensures Occupational Health exam is accomplished.

A2.1.2.3.6. SCREENS OCCUPATIONAL PHYSICAL EXAM RESULT. Determines abnormal or questionable outcome and elevates recommendation to appropriate medical provider.

A2.1.2.3.7. DETERMINES SUITABILITY FOR JOB PLACEMENT/FITNESS FOR DUTY, FITNESS FOR RISK. Screens occupational physical exam result and elevates recommendation to appropriate medical provider. Schedules follow-up examinations of abnormal results. Completes medical disposition paperwork for member and notification of supervisor.

A2.1.2.3.8. CONDUCTS PERIODIC MEDICAL RECORD REVIEW. Determines overall effectiveness of the biological monitoring process.

A2.1.2.3.9. DOCUMENTS BIOLOGICAL MONITORING PROCESS IN INDUSTRIAL HYGIENE CASE FILE AND MEDICAL RECORD AS REQUIRED.

A2.1.2.3.10. UPDATES BIOLOGICAL MONITORING IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.2.4. MANAGES OCCUPATIONAL HEALTH EPIDEMIOLOGY PROGRAM:

A2.1.2.4.1. DEVELOPS MASTER SCHEDULING PLAN. Prepares plan for occupational health surveillance activity, shop visit, training, occupational physical, trend analysis, etc.

A2.1.2.4.2. PERFORMS OCCUPATIONAL HEALTH EVENT/ILLNESS INVESTIGATION AND REPORTING (NOT INCLUDING HEARING CONSERVATION):

A2.1.2.4.2.1. COORDINATES CASE WITH BIOENVIRONMENTAL ENGINEERING SECTION. Refers worker to health care provider with recommendation.

A2.1.2.4.2.2. CONDUCTS INTERVIEW WITH PATIENT.

A2.1.2.4.2.3. CONDUCTS RESEARCH AND OBTAINS TECHNICAL INFORMATION.

A2.1.2.4.2.4. CONSULTS HEALTH CARE PROVIDER FOR MEDICAL GUIDANCE.

A2.1.2.4.2.5. TRACKS DIAGNOSIS AND MEDICAL DISPOSITION OF CASE.

A2.1.2.4.2.6. COMPLETES AND DISTRIBUTES APPLICABLE FORMS. Forms include but are not limited to AF IMT 190, *Occupational Illness/Injury Report*, and AF IMT 739, *Injury and Occupational Illness Log for Military and Civilian Personnel*. Adds documentation in the Industrial case file.

A2.1.2.4.2.7. DOCUMENTS OCCUPATIONAL SAFETY HEALTH ACT LOG 300 OR EQUIVALENT FORM.

A2.1.2.4.2.8. EDUCATES COMMANDER, SUPERVISOR, WORKER, AND MEDICAL PROVIDER STAFF ON OCCUPATIONAL ILLNESS REPORTING PROCEDURE.

A2.1.2.5. MANAGES AUTOMATED INFORMATION MANAGEMENT SYSTEM DATABASE FOR OCCUPATIONAL HEALTH PROGRAM. Establishes and maintains automated information management system.

A2.1.2.6. MANAGES EMPLOYEE HEALTH PROGRAM:

A2.1.2.6.1. MANAGES THE MEDICAL/HOSPITAL EMPLOYEE HEALTH PROGRAM. Includes entering and updating data for high risk and exposure prone individuals such as medical personnel, Security Forces, Fire Department, Emergency Medical Technician (EMT) Augmentees and Mortuary Services. Interviews new employee to determine education/training and medical screening requirement. Validates laboratory test/screening/immunization requirement such as Human Immunodeficiency Virus (HIV), Tuberculosis (TB), Hepatitis B, Measles, Mumps, Rubella, and Varicella.

A2.1.2.6.2. REFERS EMPLOYEE TO HEALTH CARE PROVIDER AS REQUIRED.

A2.1.2.6.3. DOCUMENTS MEDICAL WORK-UP IN PERSONAL HEALTH RECORD.

A2.1.2.6.4. TRAINS EMPLOYEE AND DOCUMENTS AF IMT 2767 AND AF IMT 55, *EMPLOYEE SAFETY AND HEALTH RECORD*.

A2.1.2.7. MANAGES BASE HEARING CONSERVATION PROGRAM:

A2.1.2.7.1. TRAINS SUPERVISOR AND WORKER. Provides Hearing Conservation Program training, including the supervisor Train the Trainer program and documents AF IMT 2767.

A2.1.2.7.2. RECOMMENDS HEARING PROTECTION DEVICE. Offers and performs fit-test for hearing protection device such as single and triple flange insert ear plug device and ear protection head set. Refers patient unable to get a proper fit with available insert earplug device for custom-molded earplug, utilizing Standard Form (SF) 513, *Medical Record-Consultation Sheet*. Trains individual on wear, use, and care of insert earplug device. Documents fit test and training on AF IMT 2767 and medical record.

A2.1.2.7.3. MANAGES AUTOMATED AUDIOMETRIC TESTING (DEFENSE OCCUPATIONAL ENVIRONMENTAL HEALTH REPORTING SYSTEM-HEARING CONSERVATION [DOEHS-HC]):

A2.1.2.7.3.1. CALIBRATES AUDIOMETER DAILY.

A2.1.2.7.3.2. PERFORMS BASELINE, ANNUAL FOLLOW UP AND TERMINATION AUDIOMETRIC TESTING, AND DOCUMENTS IN MEDICAL RECORD. Retrieves, and reviews medical record; reviews audiogram results.

A2.1.2.7.3.3. COMMUNICATES FOLLOW-UP AUDIOGRAM EXAMINATION REQUIREMENT.

A2.1.2.7.3.4. SCHEDULES FOLLOW-UP AUDIOGRAM EXAMINATION.

A2.1.2.7.3.5. PREPARES AND FORWARDS PATIENT INFORMATION TO USAF REGIONAL AUDIOLOGIST WHEN AN INDIVIDUAL DISPLAYS A PERMANENT THRESHOLD SHIFT. Follows-up with USAF regional audiologist on recommendation for disposition based on referral package. Conducts follow-up audiograms for significant threshold shift (STS) or permanent threshold shift (PTS). Prepares referral package and schedules individual requiring further local audiological evaluation. Completes STS notification letter to employee and supervisor. Initiates AF IMT 1753, *Hearing Conservation Examination*, schedules follow-up audiogram and consults with Hearing Conservation Diagnostic Center (HCDC) and audiologist. Refers employee to Flight Surgeon for otoscope examination. Notifies employee's orderly room for travel orders processing. Prepares consultation paperwork (AF IMT 1672,

Hearing Conservation Diagnostic Center Referral). Refits with ear plug and re-educates.

A2.1.2.7.3.6. INPUTS NEW BASELINE INFORMATION INTO DOEHRS-HC PROGRAM BASED ON AUDIOLOGIST RECOMMENDATION/EVALUATION.

A2.1.2.7.3.7. PERFORMS FITNESS AND RISK EVALUATION.

A2.1.2.7.3.8. DOCUMENTS APPLICABLE FORM (I.E., OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION [OSHA] LOG 300, AF IMT 190, AF IMT 739) AND CASE FILE.

A2.1.2.7.4. CONDUCTS HEARING CONSERVATION PROGRAM SURVEILLANCE. Collects and analyzes hearing conservation program data for trend analysis. Maintains hearing conservation program statistic.

A2.1.2.7.5. UPDATES HEARING CONSERVATION PROGRAM ACTIVITY IN OCCUPATIONAL HEALTH PROGRAM AUTOMATED INFORMATION MANAGEMENT SYSTEM.

A2.1.2.7.6. REPORTS HEARING CONSERVATION PROGRAM ACTIVITY TO MILITARY/DOEHRS-HC REPOSITORY.

A2.1.2.8. MANAGES BASE REPRODUCTIVE HEALTH PROGRAM:

A2.1.2.8.1. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes AF 2755, and hazardous chemical inventory to determine work-related exposure to reproductive hazard.

A2.1.2.8.2. TRAINS AT-RISK WORKER AND SUPERVISOR. Documents on AF IMT 2767 and SF 600, *Chronological Record of Medical Care*. Communicates male and female reproductive hazards to supervisors and employees. Educates the importance of reporting pregnancies as soon as possible so that effective reproductive hazards education can be accomplished.

A2.1.2.8.3. RECEIVES AND REVIEWS REFERRAL ON PREGNANT MEMBER.

A2.1.2.8.4. INTERVIEWS MEMBER, CONDUCTS FETAL PROTECTION EDUCATION TO PREGNANT WORKER AND COMPLETES STANDARD WORKPLACE QUESTIONNAIRE (AMC- OR OCCUPATIONAL HEALTH WORKING GROUP [OHWG]-APPROVED SF 600 OVERPRINT).

A2.1.2.8.5. INTERVIEWS MEMBER'S SUPERVISOR AND COMPLETES APPROPRIATE PORTION OF STANDARD WORKPLACE QUESTIONNAIRE (AMC- OR OHWG-APPROVED SF 600 OVERPRINT).

A2.1.2.8.6. CONSULTS BIOENVIRONMENTAL ENGINEERING SECTION FOR EXPOSURE DATA.

A2.1.2.8.7. PROVIDES COPY TO MEMBER AND FILES SF 600 OVERPRINT FORM IN INDIVIDUAL'S MEDICAL RECORD. Documents risk evaluation and initiates tracking process.

A2.1.2.8.8. DETERMINES PRESENCE OF FETAL AND MATERNAL RISK. Formulates recommended job variation.

A2.1.2.8.9. COLLECTS AND ANALYZES REPRODUCTIVE HEALTH PROGRAM DATA. Maintains fetal protection statistic. Updates reproductive health program activity in occupational health program automated information management system.

A2.1.2.9. MANAGES BASE BLOODBORNE PATHOGEN PROGRAM:

A2.1.2.9.1. DEVELOPS AND UPDATES BASE BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN. Reviews and updates exposure control plan annually. Identifies job classification for at risk worker, provides method to prevent occupational exposure, evaluates exposure incident, provides consultation to base agency in Bloodborne Pathogen program implementation, coordinates and updates base regulation/plan.

A2.1.2.9.2. ANALYZES INDUSTRIAL HYGIENE SURVEY. Analyzes AF 2755, and regulatory standard to determine work-related exposure to base blood borne pathogen. Identifies worker requiring Hepatitis B immunization.

A2.1.2.9.3. INVESTIGATES OCCUPATIONAL BASE BLOODBORNE PATHOGEN EXPOSURE INCIDENT:

A2.1.2.9.3.1. IDENTIFIES SOURCE AND DETERMINES TRANSMISSION RISK. Interviews patient and determines susceptibility. Documents base bloodborne pathogen activity in worker's medical record and case file. Educates patient and source.

A2.1.2.9.3.2. INITIATES MEDICAL EVALUATION AND TRACKS FOLLOW-UP FOR PATIENT AND SOURCE.

A2.1.2.9.3.3. COLLECTS AND ANALYZES BLOODBORNE PATHOGEN EXPOSURE DATA FOR TREND ANALYSIS. Updates base bloodborne pathogen activity in occupational health program automated information management system.

A2.1.2.10. ENSURES RESPIRATOR USER IS CORRECTLY IDENTIFIED TO RECEIVE APPROPRIATE MEDICAL EVALUATION (AIR FORCE OCCUPATIONAL SAFETY AND HEALTH [AFOSH] FORM 48-137, *RESPIRATORY PROTECTION PROGRAM*).

A2.1.2.11. CONDUCTS INDUSTRIAL WORKPLACE/SHOP VISIT AS IT RELATES TO PUBLIC HEALTH:

A2.1.2.11.1. PREPARES FOR AND CONDUCTS SHOP VISIT. Verifies shop demographics. Educates and trains supervisor. Assesses compliance with regulatory standard.

A2.1.2.11.2. GENERATES WRITTEN REPORT TO SHOP SUPERVISOR.

A2.1.2.11.3. DOCUMENTS ACTIVITY IN INDUSTRIAL HYGIENE CASE FILE.

A2.1.2.12. PREPARES FOR AND PARTICIPATES IN PUBLIC HEALTH AND PREVENTION ASPECT OF UNIT ENVIRONMENTAL SAFETY OCCUPATIONAL HEALTH COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (ESOH CAMP) INSPECTION:

A2.1.2.12.1. ASSEMBLES DOCUMENTATION. Prepares Tab F case file, report, and researches item, for presentation/use at Aerospace Medicine Council.

A2.1.2.12.2. PERFORMS ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM CHECKLIST REVIEW.

A2.1.2.12.3. PERFORMS PREVIOUS ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM FINDING REVIEW.

A2.1.2.12.4. PARTICIPATES IN INTERNAL ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM INSPECTION.

A2.1.2.12.5. PARTICIPATES IN EXTERNAL ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM INSPECTION.

A2.1.3. OPERATIONAL HEALTH:

A2.1.3.1. MANAGES BASE MEDICAL INTELLIGENCE PROGRAM:

A2.1.3.1.1. ATTENDS DEPLOYMENT PROCESSING MEETING. Attends meeting upon issue of deployment warning order and works issue on processing time and other requirements.

A2.1.3.1.2. IDENTIFIES, ACQUIRES, AND MAINTAINS MEDICAL INTELLIGENCE PROGRAM RESOURCE.

A2.1.3.1.3. RESEARCHES AND IDENTIFIES HEALTH THREAT TO HOME STATION AND DEPLOYING PERSONNEL. Assesses threat and determines risk to personnel. Determines countermeasure.

A2.1.3.1.4. PREPARES AND DELIVERS HEALTH THREAT ASSESSMENT PRODUCT:

A2.1.3.1.4.1. DEVELOPS WRITTEN DOCUMENT (I.E., BRIEFING, NARRATIVE).

A2.1.3.1.4.2. BRIEFS COMMANDER AND DEPLOYING TROOP, REAL TIME, ON PRE/POST-DEPLOYMENT REQUIREMENT AND MEDICAL INTELLIGENCE. Distributes appropriate pre-deployment forms to deploying personnel. Reviews completed pre-deployment forms for significant positive responses. Briefs pre-deployment and post-deployment requirements, field sanitation, hygiene, environmental/climatic factor, hazardous flora and fauna, medical materiel vulnerability, communicable disease, malaria chemoprophylaxis, deployed occupational health and safety, combat stress and mobility immunizations.

A2.1.3.2. PROVIDES CONSULTATION ON PRE-DEPLOYMENT QUESTION REGARDING MEDICAL ISSUE.

A2.1.3.3. UPDATES PREVENTIVE AND PUBLIC HEALTH POLICY AND GUIDANCE IN OPERATIONAL PLAN (I.E., DISASTER, CONTINGENCY ANNUALLY).

A2.1.3.4. MANAGES PUBLIC HEALTH ASPECT OF DEPLOYER MEDICAL PREPARATION PROCESS:

A2.1.3.4.1. ADMINISTERS PRE-DEPLOYMENT ASSESSMENT, SCREENS FOR REQUIRED IMMUNIZATIONS AND REVIEWS COMPLETED FORM FOR POSITIVE RESPONSE. Administers DD Form 2795, *Pre-Deployment Health Assessment Questionnaire*.

A2.1.3.4.2. REFERS DEPLOYER WITH POSITIVE RESPONSE TO MEDICAL PROVIDER FOR EVALUATION.

A2.1.3.4.3. DOCUMENTS PUBLIC HEALTH ASPECT OF DEPLOYER MEDICAL PREPARATION PROCESS.

A2.1.3.4.4. UPDATES OPERATIONAL HEALTH AUTOMATED INFORMATION MANAGEMENT SYSTEMS INTERGRATED IN PIMR PROGRAM.

A2.1.3.4.5. DISTRIBUTES MOBILITY READINESS SPARE PACKAGE (MRSP)/WAR RESERVE MATERIAL (WRM) SUPPLIES, PER DEPLOYMENT.

A2.1.3.5. MANAGES PUBLIC HEALTH ASPECT OF REDEPLOYER MEDICAL FOLLOW-UP PROCESS:

A2.1.3.5.1. MANAGES PREVENTIVE MEDICINE REQUIREMENT. Reviews completed DD Form 2796, *Post-Deployment Health Assessment*, for positive

response. Determines and validates post-deployment preventive medicine requirement per higher headquarters guidance and medical intelligence information. Tracks post-deployment requirement activity to completion. Administers post-deployment education and training. Performs post deployment health debrief, distributes post deployment forms to returning individuals and reviews forms for significant positive response. Determines and validates post-deployment health screening/test and/or health surveillance requirement and distributes post-deployment chemoprophylaxis requirement.

A2.1.3.5.2. REFERS REDEPLOYER TO MEDICAL PROVIDER FOR EVALUATION.

A2.1.3.5.3. DOCUMENTS PUBLIC HEALTH ASPECT OF REDEPLOYER MEDICAL FOLLOW-UP PROCESS.

A2.1.3.5.4. UPDATES POST-DEPLOYMENT REQUIREMENTS IN OPERATIONAL HEALTH AUTOMATED INFORMATION MANAGEMENT SYSTEMS INTERGRATED IN PIMR PROGRAM.

A2.1.3.6. MANAGES OPERATIONAL HEALTH EPIDEMIOLOGY PROGRAM:

A2.1.3.6.1. FORWARDS QUESTIONNAIRE TO DEPARTMENT OF DEFENSE (DoD) DEPLOYMENT SURVEILLANCE TEAM AND DD FORM 2696, *ENVIRONMENTAL PROTECTION AGENCY CERTIFICATION PROGRAM CFC/HCFC REFRIGERANT PROCESSING CERTIFICATE VERIFICATION*, DEPARTMENT OF DEFENSE/APPLICABLE FORM TO LOCAL OUTPATIENT RECORD.

A2.1.3.6.2. CONDUCTS PUBLIC HEALTH ASPECT OF OPERATIONAL ILLNESS INVESTIGATION AND REPORTING. Identifies case requiring investigation. Conducts interview with patient as required. Refers case to health technician/health care provider.

A2.1.3.7. MANAGES PUBLIC HEALTH AND PREVENTION ASPECT OF BASE DISASTER PREPARATION AND RESPONSE PROCESS:

A2.1.3.7.1. REVIEWS AND UPDATES PLAN, POLICY, AND PROCEDURE. Updates disaster, food safety, communicable disease control, vector-borne disease control, dangerous fauna control, epidemiological surveillance and outbreak response, decontamination of patients and subsistence, chemical, biological, and radiological (i.e., weapons of mass destruction) and aspect of counter-terrorism plan, policy or procedure. Inputs information in the Base Disaster Response Plan.

A2.1.3.7.2. PERFORMS DISASTER RESPONSE TRAINING AND RESPONSE TO REAL-WORLD INCIDENT. Performs food safety response, communicable disease control, vector-borne disease control, dangerous fauna control, epidemiological surveillance and outbreak response, decontamination of subsistence,

chemical, biological, and radiological (i.e., weapons of mass destruction, counter-terrorism) control.

A2.1.3.8. MANAGES PUBLIC HEALTH ASPECT OF BASE IMMUNIZATIONS PROGRAM:

A2.1.3.8.1. REVIEWS POLICY AND GUIDANCE FOR ROUTINE IMMUNIZATION REQUIREMENT AND PARTICIPATES IN DEVELOPMENT OF LOCAL IMMUNIZATION POLICY.

A2.1.3.8.2. MANAGES AUTOMATED AIR FORCE COMPLETE IMMUNIZATION TRACKING APPLICATION:

A2.1.3.8.2.1. ESTABLISHES AND MAINTAINS AIR FORCE COMPLETE IMMUNIZATION TRACKING APPLICATION. Processes master personnel roster/file into automated information management system. Reviews and corrects master personnel file deficiency. Installs periodic air force complete immunization tracking application software update. Researches Air Force web site for new software availability, downloads, and installs update. Uplinks Air Force complete immunization tracking application data to Defense Enrollment Eligibility and Reporting System (DEERS).

A2.1.3.8.2.2. GENERATES IMMUNIZATION REPORT. Produces Influenza, Intradermal Purified Protein Derivative (IPPD), Meningococcal, Typhoid, Anthrax, etc., reports and forwards to applicable agency.

A2.1.3.8.3. MANAGES PUBLIC HEALTH ASPECT OF BASE ANTHRAX IMMUNIZATION PROGRAM, SMALLPOX VACCINE PROGRAM AND OTHER MANDATORY IMMUNIZATION PROGRAMS:

A2.1.3.8.3.1. PARTICIPATES IN DEVELOPMENT OF LOCAL ANTHRAX/SMALLPOX VACCINE PROGRAM AND OTHER BIOLOGICAL WARFARE AGENT PREVENTION PROGRAMS.

A2.1.3.8.3.2. ORDERS, RECEIVES AND MAINTAINS THE ANTHRAX VACCINE, SMALLPOX VACCINE AND OTHER MANDATORY IMMUNIZATION VACCINES AND FORWARDS REPORT ON STOCK LEVEL TO HIGHER HEADQUARTERS.

A2.1.3.8.4. IDENTIFIES AND REFERS ADVERSE EVENT TO ALLERGIST/HEALTH CARE PROVIDER FOR FOLLOW UP. Prepares Vaccine Adverse Event Reporting System (VAERS) reports and forwards to applicable agency.

A2.1.3.9. PREPARES FOR AND PARTICIPATES IN PUBLIC HEALTH AND PREVENTION ASPECT OF UNIT OPERATIONAL READINESS EXERCISE (ORE) AND INSPECTION (ORI):

A2.1.3.9.1. EVALUATES DINING FACILITY/MOBILE KITCHEN TRAILER (MKT) SET-UP AND OPERATION.

A2.1.3.9.2. EVALUATES POTABLE WATER SOURCE SET-UP AND OPERATION.

A2.1.3.9.3. PARTICIPATES IN ORE.

A2.1.3.9.4. PARTICIPATES IN ORI.

A2.1.4. COMMUNITY HEALTH:

A2.1.4.1. MANAGES BASE TUBERCULOSIS DETECTION AND CONTROL PROGRAM. Assesses positive reactors, completes interview form, conducts follow-up update in medical record, recommends personal protective equipment (PPE), coordinates activities with Infection Control Committee, and reports to Executive Management Committee. Develops/reviews base TB detection and control plan.

A2.1.4.2. MANAGES SEXUALLY TRANSMITTED DISEASE (STD) PROGRAM. Receives notification of STD case. Reviews medical record/lab result and verifies diagnosis. Educates patient and conducts contact interview. Refers patient to health care provider for additional medical assessment/follow-up. Notifies military and civilian agency of positive STD case. Investigates contact of positive military STD case. Documents STD activity and maintains statistic.

A2.1.4.3. MANAGES HUMAN IMMUNODEFICIENCY VIRUS (HIV) PROGRAM. RECEIVES NOTIFICATION OF HIV CASE. Coordinates patient notification and education process with medical provider. Notifies military and civilian agency of positive HIV case. Coordinates investigation of contact of positive military HIV case. Monitors HIV case status. Documents HIV activity and maintains statistic.

A2.1.4.4. MANAGES BASE ANIMAL BITE PROGRAM. Receives notification of on-base animal bite case. Coordinates animal control with base security force and/or animal control. Notifies military and civilian agency of positive rabies finding. Monitors animal bite case status. Documents animal bite activity and maintains statistic. Initiates medical evaluation and tracks follow up of patient and source.

A2.1.4.5. MANAGES BASE VECTOR-BORNE DISEASE SURVEILLANCE AND CONTROL:

A2.1.4.5.1. CONDUCTS VECTOR SURVEILLANCE (MOSQUITO, TICK, PLAGUE) AND PREVENTION ACTIVITY (INTEGRATED PEST MANAGEMENT, RISK COMMUNICATION, ETC.). Conducts tick surveillance (i.e., collection, speciation, infectivity). Conducts plague surveillance (i.e., collection, speciation, infectivity).

A2.1.4.5.2. CONDUCTS AIRCRAFT QUARANTINE ACTIVITY.

A2.1.4.6. MANAGES BASE FOOD SAFETY AND SECURITY PROGRAM:

A2.1.4.6.1. MANAGES RECEIPT/SURVEILLANCE INSPECTION. Prepares for, conducts and documents inspection.

A2.1.4.6.2. MANAGES OPERATIONAL RATIONS INSPECTION. Prepares for, conducts and documents inspection.

A2.1.4.6.3. PERFORMS TREND ANALYSIS AND REPORTS FINDING.

A2.1.4.6.4. MANAGES BASE FOOD FACILITY SANITATION PROGRAM (FFSP):

A2.1.4.6.4.1. MANAGES FOOD FACILITY INSPECTION. Prepares for, conducts and documents inspection. Recommends safe food handling strategy.

A2.1.4.6.4.2. PERFORMS TREND ANALYSIS.

A2.1.4.6.4.3. BRIEFS COMMAND ON STATUS OF FOOD FACILITY SANITATION PROGRAM.

A2.1.4.6.5. PROVIDES FOOD HANDLER TRAINING TO SUPERVISOR, WORKER AND FOR VOLUNTEER FOOD HANDLER BASE ACTIVITIES. Reviews and approves food handler safety training plans.

A2.1.4.6.6. CONDUCTS HAZARDOUS FOOD AND DRUG RECALL (I.E., ALFOODACT) INVESTIGATION.

A2.1.4.7. MANAGES VULNERABILITY ASSESSMENT OF BASE FOOD. Coordinates with responsible agency (e.g., services, mobile readiness spares packages (MRSP) logistics, bioenvironmental engineering section). Identifies food asset and source. Researches and determines local threat to food. Accesses epidemiological, environmental/climatic, vector/pest, terrorism stock and source. Recommends preventive method to minimize vulnerability. Produces vulnerability report.

A2.1.4.8. MANAGES BASE PUBLIC FACILITY SANITATION PROGRAM:

A2.1.4.8.1. CONDUCTS FACILITY EVALUATION AND RECOMMENDS HEALTHFUL STRATEGY.

A2.1.4.8.2. PERFORMS TREND ANALYSIS.

A2.1.4.8.3. BRIEFS COMMAND ON SIGNIFICANT FINDINGS/TRENDS.

A2.1.5. COMMITTEE:

A2.1.5.1. PREPARES FOR AND ATTENDS OCCUPATIONAL HEALTH WORKING GROUP (OHWG) MEETING.

A2.1.5.2. PREPARES FOR AND ATTENDS AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH)/FEDERAL EMPLOYEE COMPENSATION ACT (FECA) MEETING.

A2.1.5.3. PREPARES FOR AND ATTENDS FORCE PROTECTION WORKING GROUP (FPWG) MEETING.

A2.1.5.4. PREPARES FOR AND ATTENDS ENVIRONMENTAL WORKING GROUP MEETING.

A2.1.5.5. PREPARES FOR AND ATTENDS ENVIRONMENTAL DIFFERENTIAL PAY MEETING.

A2.1.5.6. PREPARES FOR AND ATTENDS ENVIRONMENTAL PROTECTION COMMITTEE MEETING.

A2.1.6. UNIT TRAINING ASSEMBLY (UTA). Performs weekday workload associated with preparation for UTA.

A2.1.7. ANNUAL TRAINING (AT) PERIOD. Performs weekday workload associated with AT.

A2.1.8. HEALTH SERVICES INSPECTION (HSI). Performs weekday workload associated with HSI.

A2.1.9. CERTIFICATION. Maintains certification in hearing conservation.

A2.2. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE							
WORK CENTER/FAC Public Health/531300		APPLICABILITY MANHOUR N/A					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Public Health	4E0X1	Civ	1	2			
Total			1	2			

NOTE. AFSCs may be adjusted at the discretion of the Commander.